



NLBMDA Recess Toolkit Lumberyard Tour Guide

Scheduling Tips

- Submit a scheduling request to your Member's office through one of the following methods:
 - Member website (most common)
 - Email to DC or district scheduler (NLBMDA can provide you with this information)
 - Call the DC or district office and ask for their preferred method for receiving scheduling requests
- Information to include in your request:
 - A flexible range of dates that you are available to host the Member at your facility
 - Proposed meeting itinerary
 - Relevant background on you and your company
 - Brief description of what you hope to accomplish during the tour and why it will be beneficial to the Member
- If you do not hear back from the Member's office within a week of submitting the request, be sure to follow up with a call or email.
- Be willing to host staff in lieu of a Member.

How to Prepare

- In accordance with the Member's office, prepare an itinerary for the visit. A Member may be open to one or all of the following activities while at your facility:
 - Tour
 - Roundtable meeting with a group of employees
 - Employee town hall
- Once the itinerary is established, develop an action plan for the Member's visit:
 - Who will be giving the tour and what will the Member see?
 - If there's a roundtable meeting, which employees will be participating?
 - What important company or industry priorities should be brought to the Member's attention and by whom?
 - Will media be allowed to join the tour if the Member requests it?
 - Who will be taking photos of the event?

Thank for your continuing work on behalf of lumber and building material dealers. For more information please contact Kevin McKenney at 202-367-2480 or kevin@dealer.org. You can also reach out to Alex McIntyre at 202-367-2346 or alex@dealer.org.